


STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
APRIL 2004  
OPEN COMPETITIVE  
CAREER SERVICE EXAMINATIONS



CLASS TITLE	CLASS CODE	HOURLY RANGE	MONTHLY RANGE	ANNUAL RANGE
Assistant Special Agent in Charge-CID (B)	36934	\$19.00 - \$28.24	\$3294 - \$4895	\$39,528 - \$58,740
Commercial Driver's License Examiner (I)	36915	\$ 9.39 - \$15.03	\$1526 - \$2443	\$18,312 - \$29,316
Driver's License Examiner (I)	36921	\$ 9.39 - \$15.03	\$1526 - \$2443	\$18,312 - \$29,316
Financial Responsibility Enforcement Officer (D)	36904	--	--	--
Grants Analyst 3 (G)	73353	\$14.18 - \$22.79	\$2305 - \$3703	\$27,660 - \$44,436
Human Services Program Specialist 1 (D)	79691	--	--	--
Mental Health/Mental Retardation Standards Coordinator (A)	72305	900	900	900
School Bus Inspector 1 (D)	36910	--	--	--
School Bus Inspector 2 (D)	36911	--	--	--
Special Agent in Charge-CID (A,C)	36932	\$21.36 - \$31.74	\$3702 - \$5502	\$44,424 - \$66,024
Special Agent-CID (A)	36931	\$15.76 - \$23.42	\$2731 - \$4059	\$32,772 - \$48,708

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective April 26, 2004.
  - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective April 26, 2004.
  - C - Register will be ABOLISHED and REESTABLISHED effective April 26, 2004.
  - D - Job classification will be ABOLISHED effective April 26, 2004.
  - E - Job classification will have a TITLE CHANGE effective.
  - F - Job classification will have a change in SALARY effective.
  - G - Job classification will be converting from CAREER SERVICE to CAREER SERVICE and EXECUTIVE SERVICE effective April 26, 2004.
  - H - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
  - I - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective April 26, 2004.
  - J - Job classification will be converting from CAREER SERVICE and EXECUTIVE SERVICE to EXECUTIVE SERVICE effective. Register will be abolished.
  - K - Monthly classification announcement correction. Job classifications converted from daily to program status effective.

Tennessee Department of Personnel, Authorization #319177, November, 2003. This public document was promulgated at a cost of \$.07 per copy 15 copies.  
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

## POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

## !! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANICES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## !! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

## **ASSISTANT SPECIAL AGENT IN CHARGE – CID**

**SUMMARY:** Under general supervision, is responsible for criminal investigative work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first supervisory class in the Criminal Investigation sub-series. An employee in this class conducts criminal investigations and assists in supervising and training subordinate agents in an assigned geographical region of the state. This class differs from Special Agent – CID in that incumbents of the latter function at the working level performing criminal investigative work of lesser scope and complexity and have no supervisory responsibilities. This class reports to and differs from Special Agent in Charge – CID in that incumbents of the latter have full supervisory responsibilities for criminal investigations in an assigned geographical region of the state.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in criminal justice or other related acceptable field and experience equivalent to two years of criminal investigations work in the Tennessee Highway Patrol - Criminal Investigations Division.

**Substitution of Experience for Education:** Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of four years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

### **OR**

**Education and Experience:** Graduation from an accredited college or technical institute with an associate's degree in criminal justice or other related acceptable field and experience equivalent to three years of criminal investigations work in the Tennessee Highway Patrol - Criminal Investigations Division.

**Substitution of Experience for Education:** Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of two years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Necessary Special Qualifications:** A valid vehicle operator's license may be required for employment in some positions; employees must also (1) pass a physical examination by a licensed physician; (2) file fingerprints with the Tennessee Bureau of Identification; (3) have good moral character as determined by an investigation; (4) have no conviction of a felony or misdemeanor involving "moral turpitude" and who has not been released or discharged under any other than honorable conditions from any branch of the United States armed forces; (5) be free of all apparent mental disorder, as certified by a qualified professional in the field of psychiatry or psychology. (T.C.A.38-8-106)

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## COMMERCIAL DRIVER'S LICENSE EXAMINER

**SUMMARY:** Under general supervision, is responsible for classified and commercial driver's license examination work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs commercial driver's license examination work including the administration of a variety of tests to driver's license applicants, the determination of appropriate license category, the assurance of applicant qualifications, the collection and processing of various fees, and the issuance of licenses. This class differs from Driver's License Examiner in that an incumbent of the latter performs driver's license examination duties of lesser scope and complexity. An incumbent of this class reports to a Driver's License Branch Supervisor 1 or 2.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to one year of driver's license examining work.

**Necessary Special Qualifications:** Applicants for this class must: (1) possess a valid vehicle operator's license; (2) pass a physical/medical examination performed by a licensed physician; (3) have fingerprints on file with the Tennessee Bureau of Investigation; (4) have good moral character, as determined by a background investigation; (5) have no conviction for a felony or misdemeanor involving "moral turpitude," and (6) successfully complete a minimum ten (10) day commercial driver's license examiner training program administered by the Department of Safety according to the standards of the American Association of Motor Vehicle Administration (AAMVA) within 6 months of employment.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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## DRIVER'S LICENSE EXAMINER

**SUMMARY:** Under general supervision, is responsible for driver's license examination work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-working class in the Driver's License Examination sub-series. An employee in this class learns and performs routine driver's license examination work involving the administration of vision, written, and road tests to driver's license applicants, the determination of applicant qualifications, and the collection and processing of driver's license application fees. This class differs from Driver's License Examiner Supervisor 1 in that an incumbent of the latter supervises driver's license examiners at an examination station.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school.

**Substitution of Experience for Education:** Qualifying driver's license examining or other acceptable public contact work may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** Applicants for this class must: (1) possess a valid vehicle operator's license; (2) pass a physical/medical examination performed by a licensed physician; (3) have fingerprints on file with the Tennessee Bureau of Investigation; (4) have good moral character, as determined by a background investigation; and (5) have no conviction for a felony or misdemeanor involving "moral turpitude."

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions.

### GRANTS ANALYST 3

**SUMMARY:** Under general supervision, is responsible for professional grants analytic work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory class in the Grants Analysis sub-series. An employee in this class functions as a central unit supervisor over Grants Analysts 2 in the development, analysis, and administration of grants. This class differs from that of Grants Analyst 2 in that an incumbent of the latter performs work of less complexity and is not responsible for the supervision of other grants analysts. This class differs from that of Grants Program Manager in that an incumbent of the latter supervises Grants Analysts 2 and 3 in programs of greater scope and complexity.

#### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time increasingly responsible professional grants analytic work; qualifying full-time professional analytic experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in business administration, public administration, or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years; OR two years of increasingly responsible professional grants analytic experience with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

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### MENTAL HEALTH/MENTAL RETARDATION STANDARDS COORDINATOR

**SUMMARY:** Under direction, is responsible for professional Mental Health/Mental Retardation program standards administrative, coordinative and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for coordinating program standards monitoring and compliance at a major MH/MR field site. An employee would supervise monitoring and evaluative personnel and a common pattern also includes directing the medical records function through supervision of Medical Records Administrators. An incumbent would receive guidance in work from the site superintendent, the hospital administrator or other appropriate level official.

#### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a Master's degree in special education, rehabilitation or therapeutic health, nursing, sociology, social work, or any behavioral science field and experience equivalent to five years of professional mental health and/or mental retardation work, of which two years must include supervisory experience.

**Substitution of Experience for Education:** Qualifying professional mental health and/or mental retardation work may substitute for the required education on a year for year basis to a maximum of two years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Necessary Special Qualifications:** When working in a mental retardation setting the applicant must be a qualified mental retardation professional (QMRP) under the ICF/MR federal regulations.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## **SPECIAL AGENT IN CHARGE-CID**

**SUMMARY:** Under general supervision, is responsible for criminal investigative work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the second supervisory class in the Criminal Investigations sub-series. An employee in this class is responsible for managing the investigative activities of agents engaged in covert and overt operations in an assigned geographical region of the state. This class differs from Assistant Special Agent in Charge-CID in that incumbents of the latter conduct criminal investigations and assist in supervising and training subordinate agents in an assigned geographical region of the state. This class differs from Criminal Investigations Director - Highway Patrol in that the incumbent of the latter is responsible for planning, organizing and directing all personnel, functions and activities of the Criminal Investigation Division of the Department of Safety.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in criminal justice or other related acceptable field and experience equivalent to three years of criminal investigations work in the Tennessee Highway Patrol - Criminal Investigations Division, one year of which must be as an Assistant Special Agent in Charge-CID.

**Substitution of Experience for Education:** Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of four years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

### **OR**

**Education and Experience:** Graduation from an accredited college or technical institute with an associate's degree in criminal justice or other related acceptable field and experience equivalent to four years of criminal investigations work in the Tennessee Highway Patrol - Criminal Investigations Division, one year of which must be as an Assistant Special Agent in Charge-CID.

**Substitution of Experience for Education:** Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of two years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Necessary Special Qualifications:** A valid vehicle operator's license may be required for employment in some positions; employees must also (1) pass a physical examination by a licensed physician; (2) file fingerprints with the Tennessee Bureau of Identification; (3) have good moral character as determined by an investigation; (4) have no conviction of a felony or misdemeanor involving "moral turpitude" and who has not been released or discharged under any other than honorable conditions from any branch of the United States armed forces; (5) be free of all apparent mental disorder, as certified by a qualified professional in the field of psychiatry or psychology. (T.C.A.38-8-106)

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## **SPECIAL AGENT-CID**

**SUMMARY:** Under general supervision, is responsible for criminal investigative work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-working class in the Criminal Investigations sub-series. An employee in this class is required to have a law enforcement background, but learns and attains proficiency in specialized criminal investigative practices, procedures, and techniques on the job. This work involves learning to perform covert and overt investigations of suspected cases of motor vehicle theft, stolen vehicle parts trafficking, and odometer fraud. Employees are assigned to perform investigative duties in specific geographic areas of the state, but may be expected to assist in unassigned areas, as necessary. This class differs from Assistant Special Agent in Charge-CID in that incumbents of the latter are responsible for conducting criminal investigations and assisting in supervising and training subordinate agents in an assigned geographical region of the state.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from an accredited college or university with a bachelor's degree in criminal justice or other related acceptable field and experience equivalent to two years of responsible full-time law enforcement or criminal investigations work.

**Substitution of Experience for Education:** Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of four years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

### **OR**

**Education and Experience:** Education equivalent to graduation from an accredited two year college or technical institute with an associate's degree in criminal justice or other related acceptable field and experience equivalent to three years of responsible full-time law enforcement or criminal investigations work.

**Substitution of Experience for Education:** Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of two years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Necessary Special Qualifications:** A valid vehicle operator's license may be required for employment in some positions; employees must also (1) pass a physical examination by a licensed physician; (2) file fingerprints with the Tennessee Bureau of Identification; (3) have good moral character as determined by an investigation; (4) have no conviction of a felony or misdemeanor involving "moral turpitude" and who has not been released or discharged under any other than honorable conditions from any branch of the United States armed forces; (5) be free of all apparent mental disorder, as certified by a qualified professional in the field of psychiatry or psychology. (T.C.A.38-8-106)

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.